



Personnel Department

The City of Springfield announces an **Unclassified** position opening for **SENIOR ACCOUNTANT** in the Finance Department.

SALARY RANGE: \$46,280 - \$59,114 (including excellent benefits)

This is highly responsible, professional accounting and administrative work in the maintenance of the City's accounting, budgeting, and financial reporting functions. Work involves responsibility for developing, implementing, and evaluating a complex accounting system in accordance with Generally Accepted Accounting Principles (GAAP), as well as, participating in the preparation and execution of the Comprehensive Annual Financial Report (CAFR). Work is performed with considerable independent judgment under the general direction of the Accounting/Budget Manager. Responsible for daily accounting software updates, as well as, month end and quarter end close and reporting. This position requires the capability to plan and organize a high-volume workload, requiring attention to detail and high levels of accuracy; establish and maintain effective working relationships with other employees and the general public.

Work involves applying principles of governmental accounting to develop and implement systems for general and specialized accounting and financial reporting. Assists in the preparation of comprehensive annual financial report, general purpose financial statements, the development of the annual operating and capital improvements budget, and other special financial reports for the Finance Department. Duties include performing account and fund analysis, backup and audits of payroll processing, year-end inventory counts, record retention, performing grant accounting functions, including monitoring grant budgets and restrictions and requesting fund reimbursements. Work also requires the ability to communicate effectively with city departments and various employees on the status of accounts and budget transfers.

This position requires graduation from an accredited college or university with major coursework in accounting or a related field, considerable experience with fund accounting and any equivalent combination of training and experience that provides knowledge of governmental accounting principles, methods, and procedures, strong analytical skills, demonstrated experience with Microsoft Office and accounting software packages, knowledge of payroll laws and processes.

Submit cover letter, application for employment, resume, 5-year salary history, and list of professional references **by December 2, 2016** to Personnel Department, 76 East High Street, Springfield, Ohio, 45502. Application can be download from the City's website: www.springfieldohio.gov (Employment Tab). **Submit original applications with resumes, no faxed or emailed documents are accepted.** All resumes are subject to the Ohio Public Records Law.

A handwritten signature in black ink that reads "Natalie Payton".

Natalie Payton
Personnel Analyst

11/14/2016